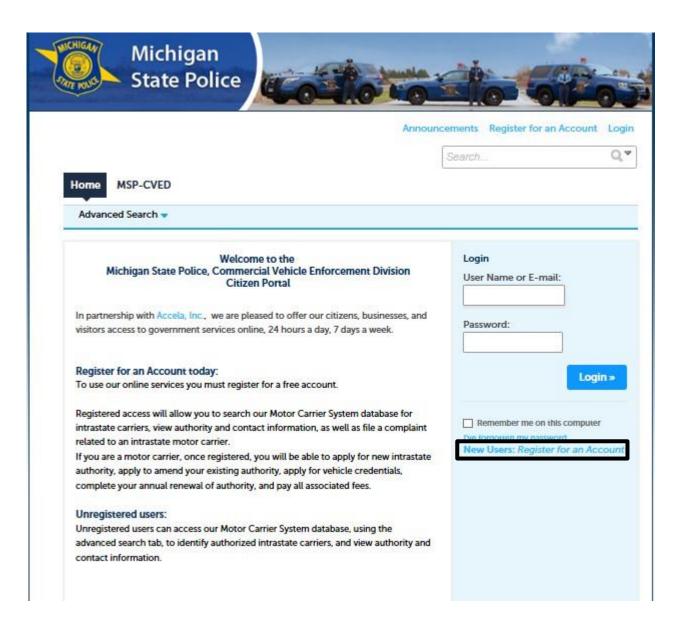
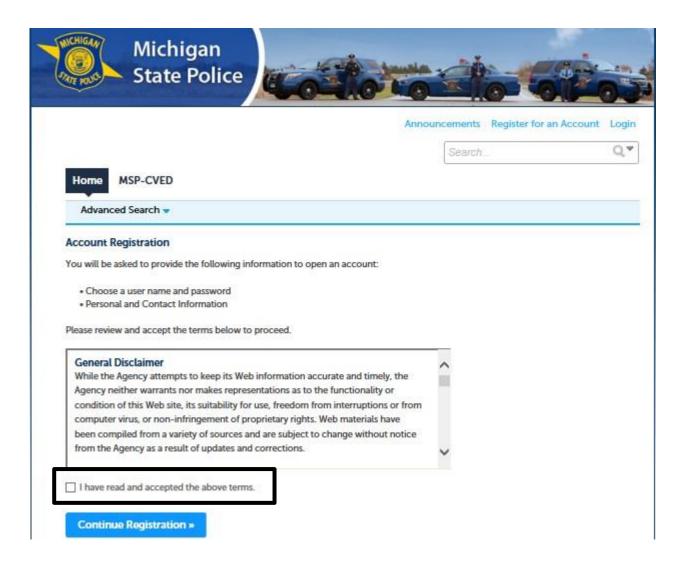
### Manual for:

New Online Account and Linking to a Previous Record (Legacy Carriers)

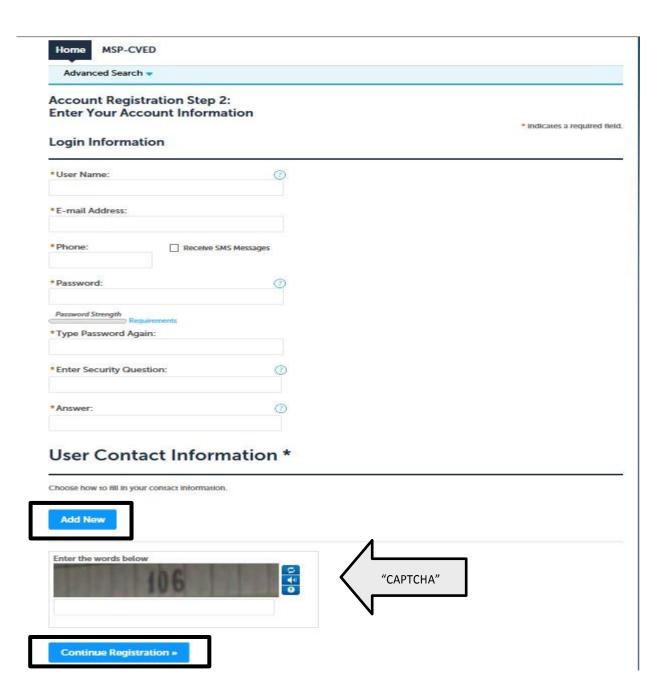


#### Main Page

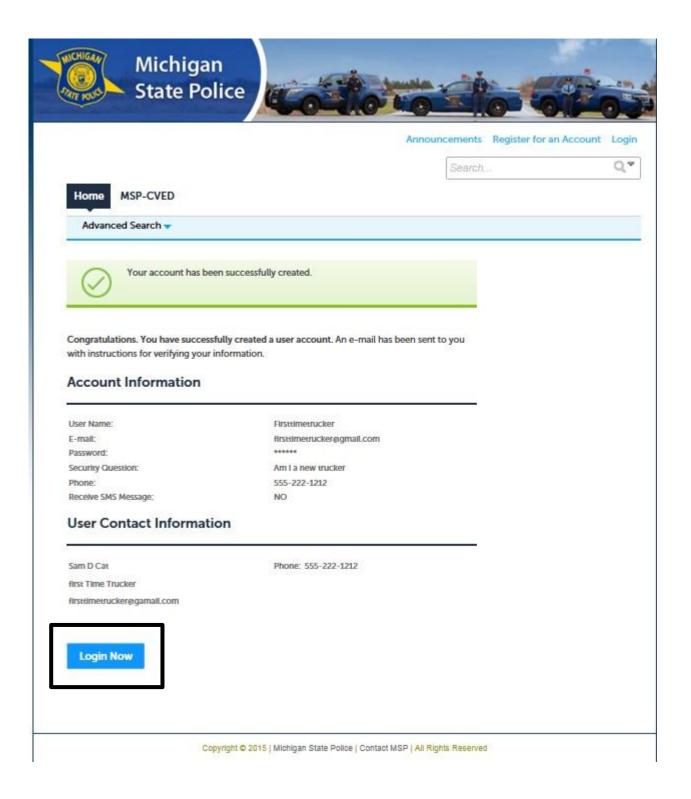
- Go to https://aca3.accela.com/msp
- If this is your first visit, click "New Users: Register for an Account"
  - If you are a legacy carrier, after establishing an account, please follow instructions to link your new account to your existing record per the letter you received in the mail. (Examples/instructions of "linking" follow later in this manual after Page 9)
- If this is a repeat visit, log in.



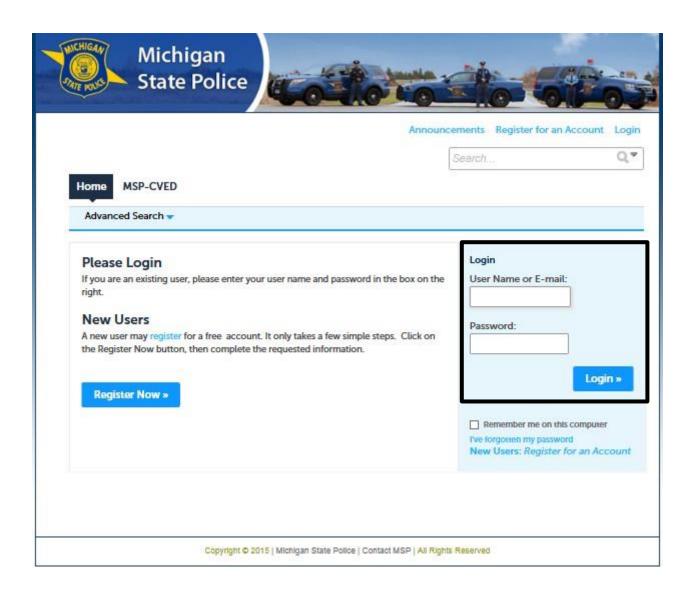
- If this is your first visit, you'll need to set up an account, starting with a login and password.
- First step is to read the disclaimer and check the box accepting the terms.
- Then click the blue "Continue Registration" button.



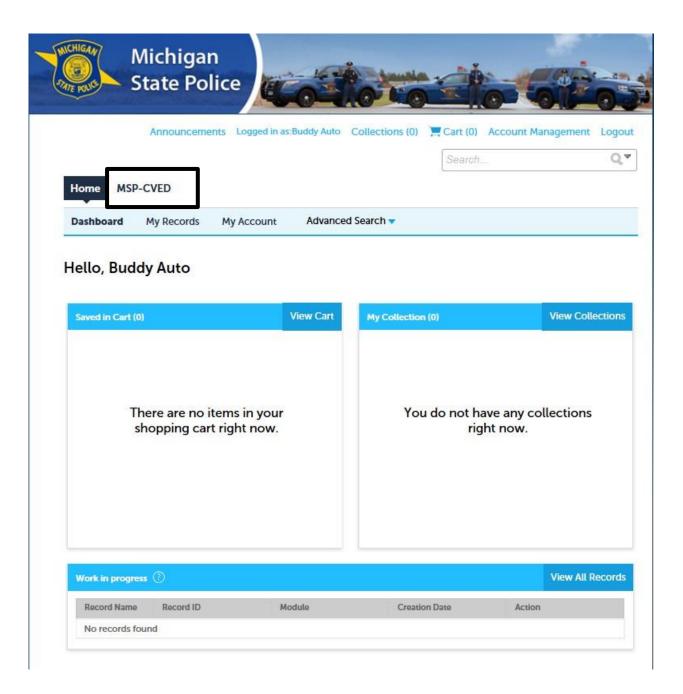
- Enter requested information into the fields.
- The blue "Add New" button will take you to a pop-up where you can enter either an individual or corporate contact. When you finish and click the blue "Continue" button, it will first return you to a grayed out page. You may need to scroll to the top of that page to find this new "Continue" button. Click that, and it will return you back to the page shown above.
- Enter the "captcha" validation words/numbers displayed in the gray box and click
  the blue "Continue Registration" button. NOTE: You can request a new phrase by
  clicking the top blue box, or hear the phrase by clicking the second blue button next
  to the captcha box. (Trivia: captcha = Completely Automatic Public Turing test to
  tell Computers and Humans Apart)



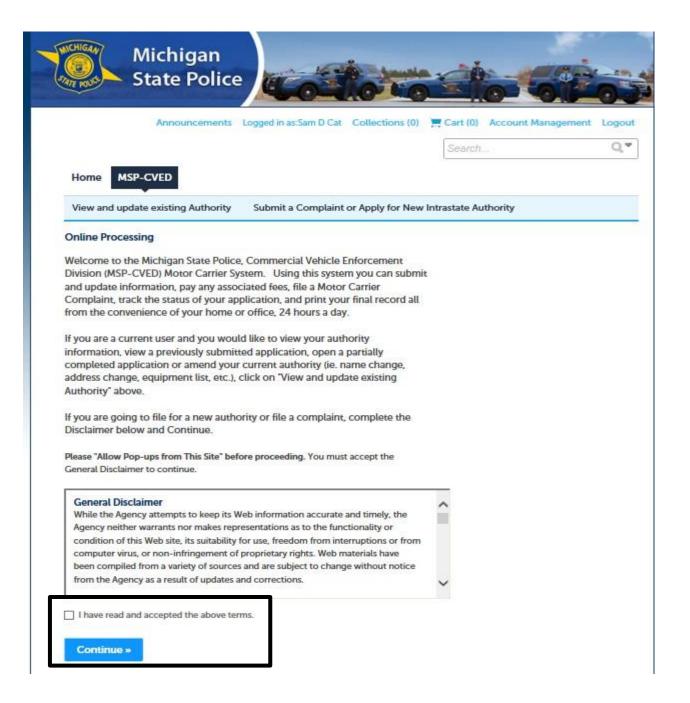
- Acknowledgement page. If there is any incorrect information, it can be edited later on a different page.
- Click the blue "Login Now" button.



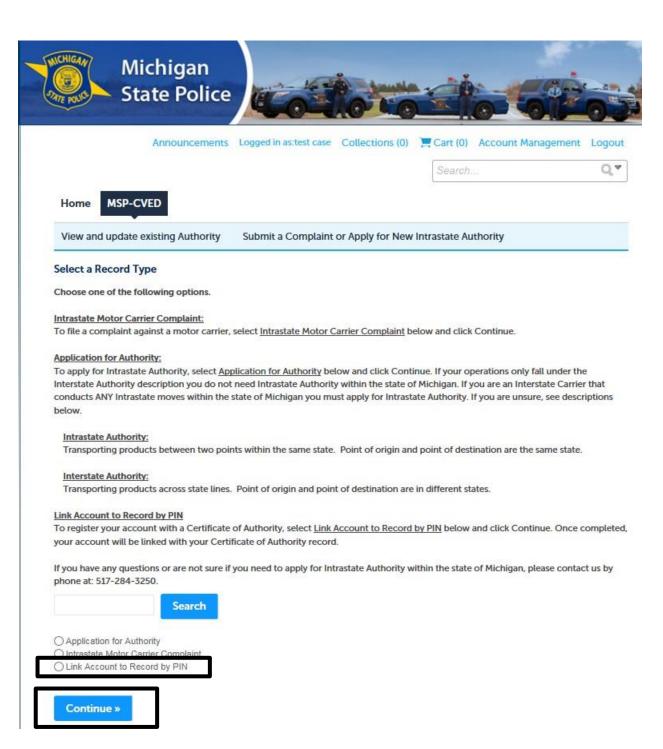
• Use your newly created login name and password to access your account.



• Click on the "MSP-CVED" tab, next to the "Home" tab.



- You will see this Introductory page explaining some available services.
- Click the box signifying agreement with the terms of use, and then click the blue "Continue" button.



- If your company already has an MPSC/CVED number, then you should have received a letter with a PIN number and instructions how to "link" your existing account information to the new account you just created. (The next page has an example of this letter and instructions.)
- Click the "Link Account to Record by PIN" radio button, then click the blue
   "Continue" button and follow the instructions on YOUR letter.



RICK SNYDER

COL. KRISTE KIBBEY ETUE

8/19/2016 CVED

Carrier email address on file:

PIN: 00HIS0006Z

Dear Sir or Madam

The Michigan State Police, Commercial Vehicle Enforcement Division, Regulatory and Credentialing Section has implemented an online intrastate motor carrier credentialing system.

Effective October 1, 2016, all applications that affect or amend your authority must be submitted utilizing the online credentialing system. This includes the 2017 renewal of your intrastate certificate of authority.

Access to the online credentialing system is effective immediately and we encourage you to register for a user account as soon as possible. Once registered, as a motor carrier with existing intrastate operating authority, you will be able to apply to modify your existing authority information, apply for vehicle credentials, complete your annual renewal of authority, and pay all associated fees by credit card.

To register for a free account please follow the instructions, below:

- . Go to: https://aca3.accela.com/msp
- As a first time user, click on the <u>Register for an Account</u> link under the login section of the Web
  page and complete your registration.

After you have logged in the first time, you must link your user identification to your Certificate of Authority record. Use your User ID PIN 86HI28696Z to connect your User ID to your Certificate of Authority record. Also, see the attached instruction sheet.

If you have any questions, please feel free to contact the Commercial Vehicle Enforcement Division at 517-284-3250, press zero, and ask to be transferred to the Intrastate Authority Unit. You may also send questions by email to: msp-cved-mcs-credentialing@michigan.gov.

Sincerely,

kechukwu Nwabueze Ph.D., Section Manager Regulatory and Credentialing Section Commercial Vehicle Enforcement Division If your company already has an MPSC/CVED number, you will have received this letter with a PIN number and instructions how to link your existing record to the new record you will create on-line.

Once linked, you will have access to a number of other on-line services, such as 72 Hour Permits, Annual Reports, name & address change, adding/transferring decals, temporary/permanent discontinuance of authority, reinstatement of authority and transfer of authority.



COL. KRISTE KIBBEY ETUE

## nisqueuons for minning a user account to your Certificate of Authority Record by PIN:

- 1. Go to: https://aca3.accela.com/msp
- As a first time user, click on the <u>Register for an Account</u> link under the login section of the web page.
- 3. Read Disclaimer, accept and hit Continue.
- Complete requirements for user name, email, password, security question, and security question answer. Write down username and password on paper.
- 5. Click on Add New contact.
- 6. Pick type of contact and Continue.
- 7. Complete requirements for the contact and Continue.
- 8. Scroll up and complete entry of contact by selecting Continue.
- Complete the account registration by inputting the numbers or letters shown in the pictures displayed, then Continue.
- 10. Click on Login Now
- 11. Login with user id and password created.
- Next, click on MSP-CVED tab.
- 13. Read and accept the General Disclaimer, then Continue.
- 14. Choose Link Your Account to Your Record by PIN, then Continue.
- Enter the provided PIN into the PIN field (up to two attempts). Use Tab Key to Confirm.
- 16. Upon entering the valid PIN, review the information on the screen.
- Validate the information by checking the checkbox and complete your registration.
- 18. Click Continue on the Review Page.
- On the Receipt page, click on <u>View and Update Existing Authority</u> to find your Certificate of Authority Record.



RICK SNYDER GOVERNOR

# STATE OF MICHIGAN DEPARTMENT OF STATE POLICE LANSING

COL. KRISTE KIBBEY ETUE DIRECTOR

August 24, 2016

#### Carrier email address on file:

PIN: 00HISXXXXX

Dear Sir or Madam:

The Michigan State Police, Commercial Vehicle Enforcement Division, Regulatory and Credentialing Section has implemented an online intrastate motor carrier credentialing system.

Effective October 1, 2016, all applications that affect or amend your authority must be submitted utilizing the online credentialing system. This includes the 2017 renewal of your intrastate certificate of authority.

Access to the online credentialing system is effective immediately and we encourage you to register for a user account as soon as possible. Once registered, as a motor carrier with existing intrastate operating authority, you will be able to apply to modify your existing authority information, apply for vehicle credentials, complete your annual renewal of authority, and pay all associated fees by credit card.

To register for a free account please follow the instructions, below:

- Go to: https://aca3.accela.com/msp
- As a first time user, click on the <u>Register for an Account</u> link under the login section of the web
  page and complete your registration.

After you have logged in the first time, you must link your user identification to your Certificate of Authority record. Use your User ID PIN 00HISXXXXX to connect your User ID to your Certificate of Authority record. Also, see the attached instruction sheet.

If you have any questions, please feel free to contact the Commercial Vehicle Enforcement Division at 517-284-3250, press zero, and ask to be transferred to the Intrastate Authority Unit. You may also send questions by email to: msp-cved-mcs-credentialing@michigan.gov.

Sincerely,

Ikechukwu Nwabueze Ph.D., Section Manager

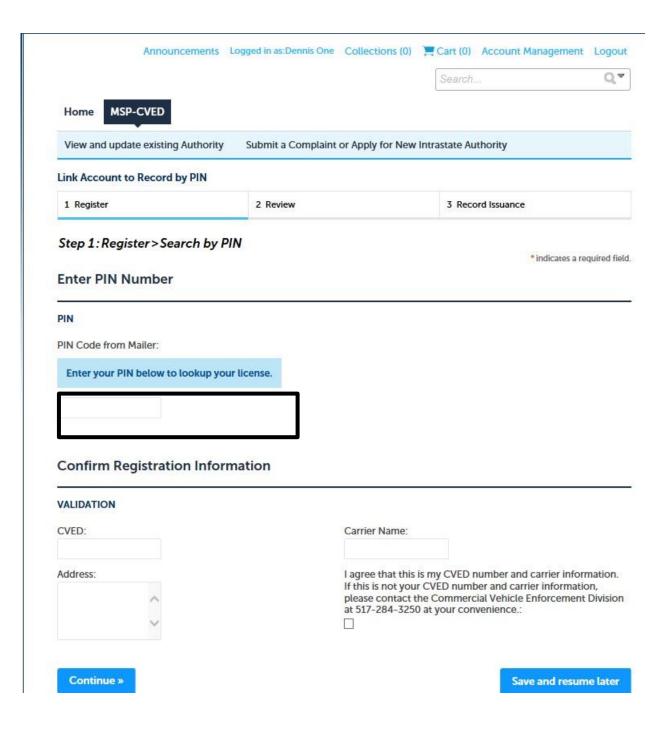
Regulatory and Credentialing Section

Inches

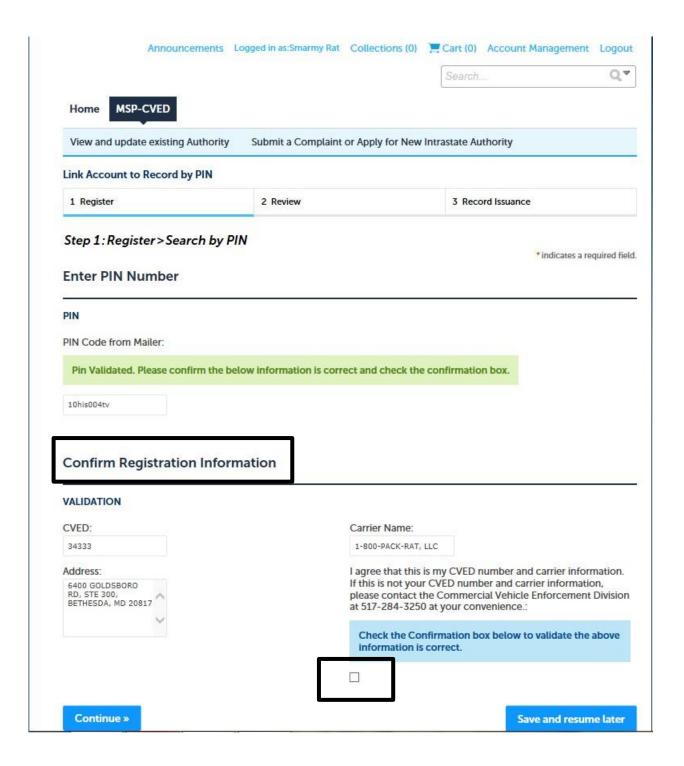
Commercial Vehicle Enforcement Division

#### Instructions for linking a user account to your Certificate of Authority Record by PIN:

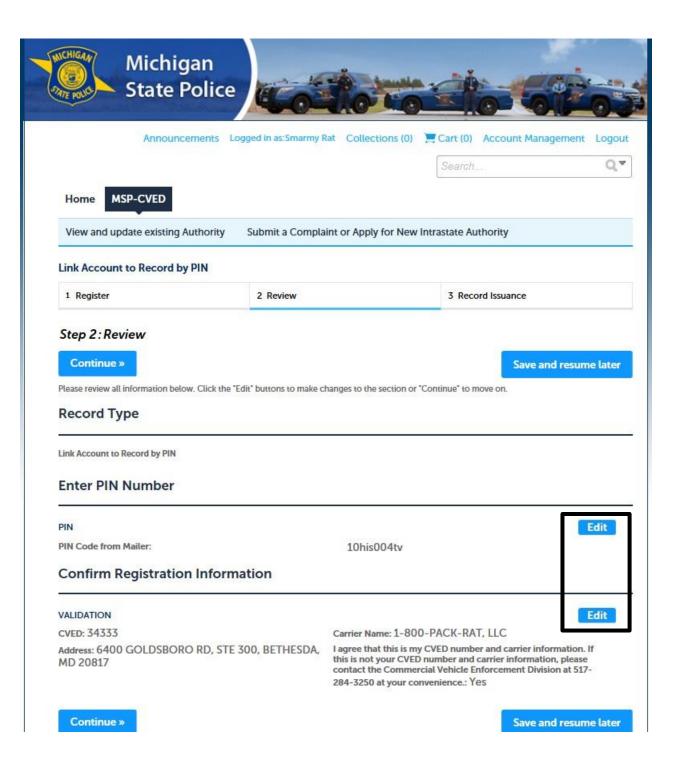
- 1. Go to: <a href="https://aca3.accela.com/msp">https://aca3.accela.com/msp</a>
- 2. As a first time user, click on the <u>Register for an Account</u> link under the login section of the web page.
- 3. Read Disclaimer, accept and hit Continue.
- Complete requirements for user name, email, password, security question, and security question answer. Write down username and password on paper.
- 5. Click on Add New contact.
- 6. Pick type of contact and Continue.
- 7. Complete requirements for the contact and Continue.
- 8. Scroll up and complete entry of contact by selecting Continue.
- 9. Complete the account registration by inputting the numbers or letters shown in the pictures displayed, then Continue.
- 10. Click on Login Now
- 11. Login with user id and password created.
- 12. Next, click on MSP-CVED tab.
- 13. Read and accept the General Disclaimer, then Continue.
- 14. Choose Link Your Account to Your Record by PIN, then Continue.
- 15. Enter the provided PIN into the PIN field (up to two attempts). Use Tab Key to Confirm.
- 16. Upon entering the valid PIN, review the information on the screen.
- 17. Validate the information by checking the checkbox and complete your registration.
- 18. Click Continue on the Review Page.
- 19. On the Receipt page, click on <u>View and Update Existing</u>
  <u>Authority to find your Certificate of Authority Record.</u>



- This is where the carrier enters the PIN contained in the RE: part of the letter that was mailed to them. (NOTE: PIN is NOT case sensitive.)
- Click the blue "Continue" box, or you may click the blue "Save and resume later" box if you wish to leave this process until later.



- Make sure information under the "Confirm Registration Information" section is correct. (Any changes can be made on the next page.)
- Check the box (highlighted above) under the blue-shaded section and then click the blue "Continue" box.

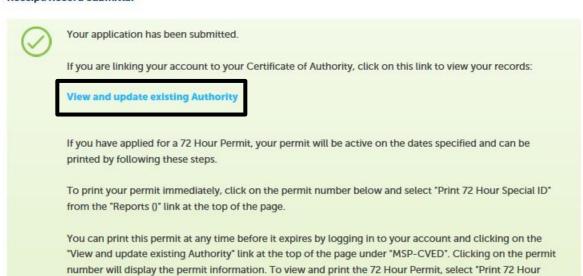


- If any edits need to be made, make them on this page by clicking the blue "Edit" buttons.
- If no changes/edits are needed, click either "Continue" button to advance.



Step 3: Receipt/Record Submittal

#### Receipt/Record Submittal

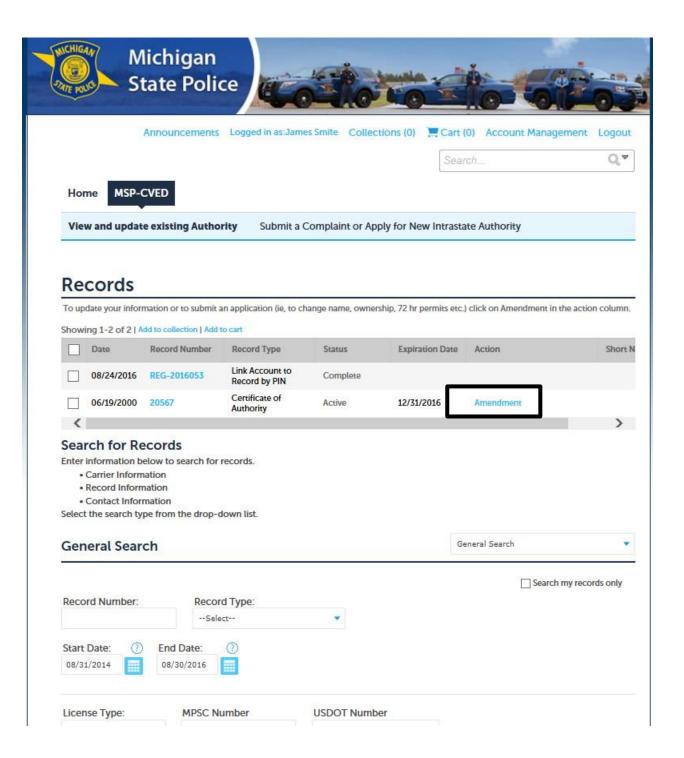


#### Click Blue record ID below to view

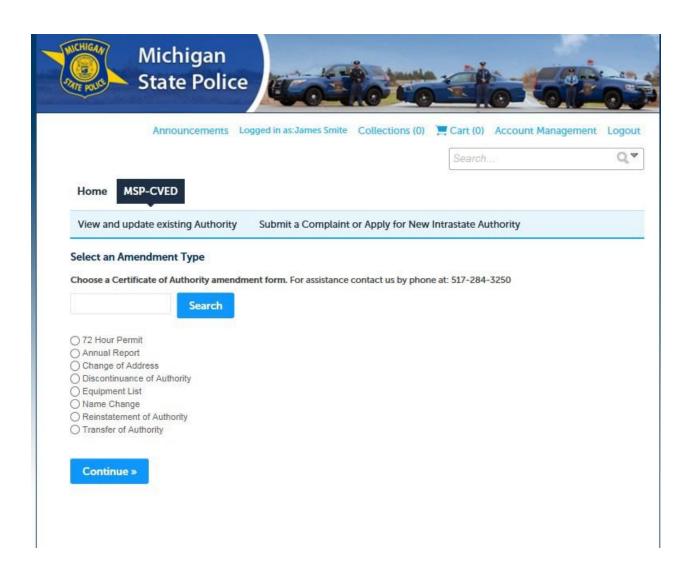
REG-2016070

Click on blue link "View and update existing Authority".

Special ID" from the "Reports ()" link at the top of the page.



- After successfully linking, the carrier will be directed to this page.
- By clicking on "Amendments", the carrier will be taken to the next page, which lists various changes and updates that may be made to their record on-line.



And these options are beyond the "linking" portion of the presentation.